

Minutes of the Regular Meeting of the Board of Library Trustees

April 2, 2007

TRUSTEES PRESENT: Chair Allen Lo, Sandra Rich, Omar Ahmad, Robert Byrd

EXCUSED ABSENCE: Jack Spillane

STAFF PRESENT: Karen Saunders, City Librarian
Hillary Brookshire, Senior Library Assistant-Administration

**MEMBERS OF
THE PUBLIC:** Jack Alotto, Executive Director of Library Foundation and Friends

MATTERS FOR COUNCIL ACTION:

. **None**

I. CALL TO ORDER

Chair Lo called the meeting of the Board of Library Trustees to order at 7:03 p.m.

The City Librarian stated that Trustee Jack Spillane requested to be excused from tonight's meeting. Chair Lo asked for a motion to approve Trustee Spillane's absence, with a motion from Trustee Rich and a second from Trustee Ahmad. The motion passed unanimously.

II. MINUTES OF MARCH 5, 2007 MEETING

Chair Lo asked the board for comments or corrections regarding the minutes for the March 5, 2007 meeting. Following a brief discussion, Trustee Byrd made a motion to approve the March 5, 2007 minutes as written, with a second from Trustee Rich. The March 5, 2007 minutes were approved as written by a unanimous vote.

III. CORRESPONDENCE

A. Library Issues Breakfast

A flyer for the Library Issues Breakfast had been included in the agenda packet for tonight's meeting. Trustee Byrd stated that he had attended previous breakfasts and they provided the opportunity to meet local Bay Area officials from other cities and to listen to an interesting discussion. He encouraged other Board members to attend. Trustee Byrd had additional flyers to send to the City Manager and Council members. Trustee Rich asked if Board members should make their own reservations, and the City Librarian said yes.

B. Arbor Day Celebration

The City Librarian stated that the Arbor Day Celebration will be on Friday, April 27, at 10:00 a.m.. The Library will staff a booth with staff from Youth Services and the Mission Library

Literacy Program to highlight Library programs for the public. The celebration will be on the Triton Museum grounds.

- C. (added item) Hillary Brookshire handed out copies of the memo from the City Manager, “Appointment of Assistant City Clerk”, and flyers from Youth & Extension Services.

IV. GIFTS

Jack Alotto, Executive Director of the Library Foundation and Friends reported that the Foundation had provided the following grants to the library:

- . \$4,220 paid for ProQuest, history and genealogy software
- . \$800 paid for aerial photographs purchased by Mary Hanel, Local History Librarian
- . \$125 donated to the Intel Technology Fund

V. PUBLIC PRESENTATIONS

A. Library Foundation and Friends

Jack Alotto, Executive Director of the Library Foundation and Friends reported that the Foundation had received the following revenue:

- . \$7,500 in book sales
- . \$2,500 as individual gifts
- . \$25,000 from Kaiser Permanente

Mr. Alotto stated that all Library Board members had been sent an invitation to a special meeting with Kaiser Permanente scheduled for April 24 in the Library Redwood Room from 7:30 a.m. to 8:30 a.m. Kaiser senior executives and their new chief operating officer will attend, as well as Mayor Mahan. Kaiser will present an additional grant of \$10,000 to the Library. The event will be catered by Sara’s Café.

Mr. Alotto reported that Library staff had recently completed a submittal of requests to the Foundation for funds to support Library programs. All requests went through the City Librarian, who stated that she had received 7 requests, which were forwarded to the Foundation and Friends.

VI. OLD BUSINESS

A. Operating Budget Submittal

The City Librarian stated that she and Julie Passalacqua met with the City Manager on Thursday, March 29th, to review the Library’s Operating Budget submittal. Primary increases to the Library’s budget were utilities and building maintenance, with a slight increase to the as-needed budget to maintain the current schedule.

The Library will continue to supplement the collection with Transaction Based Revenues (TBR) from the State of California. Library hours will not be increased at this time.

VII. NEW BUSINESS

A. Nomination of Officers

Chair Lo reported that he had contacted each Board member about their interest in serving in the three official Board positions. The following slate of officers will be voted on and confirmed at the June 2007 Board meeting (there will be no Board meeting in July 2007):

Chair: Bob Byrd
Vice Chair: Jack Spillane
Secretary: Sandy Rich

All Board members confirmed their approval of the slate of officers.

B. Stephen Abram/The Future of Libraries Presentation

The City Librarian told the Board about Stephen Abram, who is a “library futurist”. Mr. Abram gives presentations at libraries around the country about what libraries will be like in the future and how staff can adapt to meet new challenges. His emphasis is on the changing clientele of libraries, particularly the upcoming generation of teens and early 20’s, who are more verbal, direct, and process information differently because of the Internet. The challenge is to encourage this group of library users. Mr. Abram’s book, “Out Front with Stephen Abram”, discusses the world of wiki’s, blogs, podcasting, personalized alerts, tagging, photos, and tag clouds. The library has recently hosted a presentation by Innovative Interfaces of their new program Encore that incorporates many of these subjects; library staff are looking closely at Encore for the Santa Clara Library. Premiering today, the library has a new look to its online catalog. The public will learn more about the library’s new online catalog through the use of posters and bookmarks.

The City Librarian stated that she would send some links on the future of libraries to Board members. One such site is: www.stephenslighthouse.sirsi.com. Suggested reading: “Thirty-Two Tips to Inspire Innovation at Your Library, Part 1”, and “Forty-Three Things I (or You) Might Want to Do This Year”.

The City Librarian stated that the new courtesy notices have been a great success. However, the program recently went down and only a small group of patrons were receiving the notices. The problem has been corrected.

VIII. CITY LIBRARIAN’S REPORT

A. Monthly Report

The City Librarian reviewed the Library Monthly Report for February 2007.

B. Personnel

The Mission Library now has a new Literacy Advocate, Loren Rucker. Loren gave a presentation to the Library Foundation Board in March and did an excellent job.

The Library will celebrate the 10-year anniversaries of three library staff at the upcoming Service Award Luncheon: Nan Choi, Teen Librarian; Jane Botsford, Reference Coordinator; and David Smith, Senior Library Assistant-Graphics.

C. Activities

- . Arbor Day Event
- . Genealogy – Public event: Civil War Ancestors
- . Legal Assistance presentation being given at all libraries by the Santa Clara County Bar Association
- . Small Business Administration presentation being given on tips and hints for running a small business
- . Summer Reading Club – T-shirts arrived today; Theme: Get a Clue at your Library
- . Trustee Rich stated that the last installment of the Harry Potter books would be out on July 20th, “Harry Potter and the Deathly Hallows”
- . Trustee Rich asked about the meeting with Group 4 and how it went. The City Librarian stated that feedback had been given to the architect on the features of the building and on maintenance issues.

X. MATTERS OF TRUSTEE INTEREST

None

X. CALENDAR

- . Monday, May 7, 2007, Board of Library Trustees Meeting, Mission Library, 7p.m.

XI. ADJOURNMENT

There being no further business, Chair Lo adjourned the meeting at 8:06 p.m.

Respectfully submitted,

Jack Spillane
Secretary to the Library Board of Trustees

KKS:JS:HB:hb